

Minutes approved April 16, 2014

**Town Meeting Coordinating Committee
Minutes for Friday, April 4, 2014, 4:00 pm
Town Room, Town Hall**

Present: Peggy Roberts, Mary Streeter, Alan Powell, Nonny Burack, Melissa Perot, Patricia Holland.
Absent: TracyLee Boutilier.

Peggy called the meeting to order at 4:10 pm.

1. **Calls to New Town Meeting Members:** We made the phone calls to all the newly-elected TM members and Mary added them to our listserv. There are still three openings in Precinct 3.
2. **Planning Ahead for Annual Town Meeting events:**
 - **Materials for 2nd Packet due April 15:** The survey of TM members and how they learn about TM will go in the second packet. We will include our notices on reimbursement for dependent care expenses, running for TMCC, "Guidelines for Visual Presentations", and "Rules for Speaking at Town Meeting".
 - **Warrant Review, Tuesday, April 8:** Presenters are all arranged though Vince O'Connor may not be able to attend for all of his five presentations. Peggy noted that TM Moderator Jim Pistrang wants to request a consent calendar for Articles 2, 3, 4, 11, 12, 13, 15, and 16.
 - **Bus Tour, Sunday, April 27:** Alan will take photos of relevant sites this next weekend. The Kestrel property may be possible to view from the bus from behind the Sunoco station on Belchertown Road. We need publicity on Amherst Media. We need to decide on handouts such as maps and pictures.
 - **Precinct Meetings, April 22-26:** Mary notes that leaders may need more information
 - **Orientation, April 28:** All set.
 - **Publicity for Events:** Peggy emailed all the program information to the Gazette though it has not yet appeared. Mary created slides for the Amherst Media scroll and posted info as a NewsFlash and on the TM page on the website and send out messages on the listserv.
 - **Sign-in Sheets:** The sign-in sheets are needed for the precinct meetings.
 - **Event Evaluations:** Nonny will get blank evaluation forms from the Select Board office.
 - **TMCC Election:** Plans for the TMCC election will be made by the Town Clerk.
3. **Meeting Schedule:** Our next meetings will be:
Wed., April 16th, 1:30, Town Hall, First Floor Meeting Room
Wed., April 23, 2 pm, town Hall, First Floor Meeting Room
4. **Future Meetings with Town Manager and Moderator:** Not discussed.
5. **Minutes of 3/12/14 and 3/26/14:** We approved both sets of minutes as amended.
6. **TMCC Website/Listserv Material:** Mary requested we all review the material. We agreed we would like the link to this information to be placed on the main page of the Town's website.

7. **Topics not reasonably anticipated 48 hours before the meeting:** None.

The meeting adjourned at 5:50 PM.

Submitted by Patricia Holland, Clerk.

Documents Distributed:

Agenda

Draft of TMCC minutes of 3/26/14